

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II -  
Offender Records

SALARY GROUP: A07

DEPARTMENT: Classification and Records

Page 1 of 2

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joni White DATE: 03/11/2016

POSITION #: 029318

**I. JOB SUMMARY**

Performs routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Prepares and proofs documents ensuring compliance with rules, regulations, policies, and procedures; and maintains files, records, and other documents.
- B. Performs data entry and retrieval; posts information to agency records; modifies forms and records; compiles, organizes, and tabulates data and makes calculations; and opens, classifies, sorts, and routes offender files and records.
- C. Answers telephones; responds to requests for information; and answers inquiries regarding policies and procedures.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Clerical, secretarial, administrative support, or technical program support experience preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: CLERK II -  
Offender Records

SALARY GROUP: A07

DEPARTMENT: Classification and Records

Page 2 of 2

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill to communicate ideas and instructions clearly and concisely.
4. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
5. Skill to prepare and maintain accurate records, files, and reports.
6. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.
7. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, dolly, and automobile.